



# Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Councillor Jim Devlin

23<sup>rd</sup> July 2021

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the **TOWN COUNCIL** to be held in **the Main Hall at the Chantry Centre, Chantry Way, Billericay CM11 2AP on Thursday 29<sup>th</sup> July 2021 at 7.00 p.m.** when the undermentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss  
Town Clerk

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Chairman: Cllr J Devlin  
Vice-Chairman: Cllr J Clark

Councillors: A Adshead, G Bott, L Clark, R Clark, M Dear, J Henshaw, C May, M Moore,  
K Mordecai, M Mordecai, M Roessler, E Sainsbury, C Smith, D Spencer,  
G Talbot, A Talboys, M Thomas, D Wakefield

1. **Apologies for Absence**
2. **Members to declare any interest with regard to items on the Agenda and to receive and consider any applications for dispensation**
3. **Public participation session with respect to items on the agenda and other matters that are of mutual interest**
4. **Town Council Minutes**  
(a) to receive and consider the minutes of the Town Council meeting held on 24<sup>th</sup> June 2021 **(copy herewith)**  
(b) to approve the signing of the minutes as a correct record
5. **Chairman's Report** **(to be circulated)**
6. **Committee Meetings**  
To receive and consider the following minutes:  
(a) **Planning Committee** meetings held on 29<sup>th</sup> June, 13<sup>th</sup> July and 27<sup>th</sup> July 2021 **(copies previously circulated)**

**(b) Health, Well-Being and Environment Committee** meeting held on 6<sup>th</sup> July 2021 **(copy previously circulated)**

**(c) Finance & General Purposes Committee** meetings held on 15<sup>th</sup> July 2021 **(copy previously circulated – recommendations are detailed below)**

**Recommendations – Chantry Centre Operational Issues - Minute 19(a)**

- (i)** to create a rota of members who are prepared to provide out of hours support – this out of hours support will be limited to a maximum of three months duration to end of October
- (ii)** to support members on this rota a list of what councillors need to know about the building will be prepared
- (iii)** work will be started on a listing of required tasks which will form the permanent solution
- (iv)** The Town Clerk will arrange a cost effective mobile phone to be used by members on the rota

**Recommendation – Staging – Minute 19(b)**

- (i)** that staging for the hall is ordered from Unistage at a cost of £5,659 (exc. VAT) **(see attached quotation)**

**Recommendation – CCTV Policy – Minute 19(c)**

- (i)** that the Council approves and adopts the CCTV policy **(copy herewith)**

**7. Courses and Conferences**

Remaining Councillor Training Budget for 2021-22 - £1,200.

- (a)** Members to receive details of forthcoming EALC courses. **(course listing herewith)**

**8. Chantry Centre - Covid-19 Safety**

Members to consider the following:

- (a)** whether the Council retains the procedure of hall hirers and visitors continuing to wear masks and sanitising hands when entering and moving around the building.

- (b)** that full Council meets in the Main Hall until the end of the year to ensure social distancing. However, the November meeting will need to be moved to 11<sup>th</sup> November as there is already a hirer in the Main Hall on the scheduled meeting date.

**9. Exclusion of the Press and Public**

In accordance with s.1 of the Public Bodies (admission to Meetings) Act 1960, to resolve that in view of the confidential nature of the business to be discussed under Item 10 it is in the opinion of the Council advisable in the public interest that the public and press be temporarily excluded and they be instructed to withdraw.

**10. Request for Extended Leave of Absence**

Members to consider a request from Cllr Bott that he is granted an extended leave of absence on the basis of extenuating personal circumstances.

**11. Items for Information**

Basildon Borough Council has secured funding to hold a Relaunch Festival in October, the aim of which is to encourage town centre visitors to safely return to all High Streets within the borough. The celebratory event covers delivery in all four main retail areas within the borough Basildon Town Centre, Billericay High Street, Pitsea and Wickford High Street. Further details are awaited.

**12. Consideration for Press Release/Social Media**

To consider whether any actions/decisions resulting from this meeting are to be notified to the media.

**13. Questions from the Press and Public**

**THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT**

Copies of the reports can be obtained from the Town Council Offices